

**Nebraska Information Technology Commission  
Community Technology Fund 2001**

***Application Form***

**Section I: General Information**

**A. Project Title:** Nebraska City Strategic Technology Plan

Name of Submitting Entity: City of Nebraska City, Nebraska

Project Contact Information

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**B. Certification for Request**

I certify that to the best of my knowledge the information in this application is correct and that the application has been authorized by this entity to meet the obligations set forth in this application.

Authorized Signature: \_\_\_\_\_

Typed Name: JoDee Adelung

Title: Mayor

Name of Entity: City of Nebraska City, Nebraska

Date: February 5, 2001

Total State Funds Requested: \$14,400 (80% of \$18,000 total project)

***Contact information regarding this form:***

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## **Section II: Executive Summary**

### **Community Strategic Technology Plan**

This Plan is envisioned for a collaboration of the City Government, Otoe County Government, the Nebraska City School System, the Library System, the Hospital and Health Care facilities, the Chamber of Commerce, Businesses and the Economic Development Corporation, Social Service providers, Law Enforcement and Emergency Services, along with local Information Technology service providers and other interested citizens.

In about 1995, a small group of technology mavens organized a local IT forum (called Arbornet) and assisted the Morton-James Library to get “on-line” and to provide some public access to the World Wide Web. School programs have evolved to provide technology and access to the Internet for educational purposes.

What has not happened yet is an overall plan for the local area to become fully involved in a comprehensive level of electronic government, commerce, health and education with open and public high-speed access. This proposed project would include the development of a community wide “Strategic Technology Plan” and would include a set of Action Plans and Action Teams to implement the resultant recommendations. In this case community is used in its broadest terms to include county and regional organizations as partners as well as those directly within the City environs.

## **Section III: Goals and Objectives**

1. The main goal of the project is to determine the strategies and action plans needed to bring the community in line with the highest level (four) of expected technology use, as defined by the Nebraska Intergovernmental Data Communications Advisory Council. Those levels are as follows:
  - Level One: Automated desktop capacities with e-mail and Website publishing capacity.
  - Level Two: Networking of connected stations (Local Area Networks), sharing systems, files, etc.
  - Level Three: Creating a community INTRANET, to use the Internet to conduct, government, education, Health care, etc. with access to database material.
  - Level Four: Full e-commerce for local businesses and the public. Issues include online services, I interactive applications, security and fees and payments.

In order to achieve this goal, the project's objectives, include:

- A full assessment of existing information technology in the community to create a baseline
- Undertaking “Strategic Planning Forums” to develop public awareness, develop operating task force participation and to develop strategies and action plan
- Documenting the strategies and plans for continual evaluation and revisions as needed for the changes in technology, education and commerce

### **2. Describe the project's relationship to the entity's comprehensive technology plan.**

The Community does not have a coordinated Comprehensive Technology Plan and that is the problem to be addressed by this project. Various organizations have separate plans, which may or may not included “connecting” to other local organizations, services, etc. Our goal is to solve that dilemma.

**3. Describe the project's objectives and how they support the goals of the NITC and the priorities of the Community Council.**

This project is intended to develop public awareness, participation and to create action plans that will allow for full implementation of projects to achieve a level four (NIDCAC) information technology community in Nebraska City. When implemented, it is anticipated that full access for governmental, educational, commercial, health care and social services will be available to all sectors of the City population.

These activities will support the following NITC goals and priorities of the Community Council:

NITC-1. And 3

CC-1 and 4

**Section IV: Scope and Objectives** *(Describe the project's specific scope and objectives.)*

1. The beneficiaries of this project will eventually be the entire community in and surrounding the City of Nebraska City. The intent is to have information technology available to all sectors of the society and economy. These beneficiaries will be the City Government, the County Government, the School system with special significance for students, the Hospital and Health Care Facilities, existing businesses (and probably efforts to assist new and emerging businesses), Social Service organizations, the aging population, and efforts to reach out to lower income families that typically do not have access to technology services.
2. Direct outcomes of this planning project will include:
  - a. Community wide awareness of the existing state of information technology
  - b. Written documentation of a "Strategic Technology Plan" to encompass all sectors of the community
  - c. Action plans, with designated action teams, to implement the strategies developed
3. This project will be easily evaluated as to its success by several factors:
  - a. Written assessment and listing of existing technology base information
  - b. Written documentation of "Strategic Technology Plan", including Goals, Objectives, Action Plans
  - c. Documentation of committed partners during the plan and during implementation by action teams
  - d. Written survey evaluations by targeted sector populations
4. Constraints that may limit the management of the project may include:
  - a. Lack of public participation
  - b. Major changes in the economy
5. It is assumed however, that with appropriate promotion, this planning project will involve large numbers of interested and driven citizens who will not only participate but lead the community to complete the plan and to bring about successful implementation of the plans that are developed. The City has been successful in doing just that, with volunteer leaders developing successful projects in commercial, public infrastructure and social programs.

**Section V: Project Justification** *(Business Case)*

It is anticipated that the plan will foster the implementation of numerous other projects that will enhance governmental services at the City and County level. Other considerations include the enhancement of connectivity between the Library system and the school system, with access to the general public as well. The Health Care System is presently undergoing vast changes in access to database, diagnostic and evaluation use of information technology. It is intended to open access to those changes and services to the entire community. It is intended to allow for a full e-commerce access with connections to all participating businesses. Development of possible incubator situations for new and emerging small businesses is already included in planning parameters.

It is anticipated that implementing of the action plans will allow for faster, more economical services at the city/county governmental level. Development of electronic access to permits, database material and GIS implementation are expected.

This project is the result of a reinvigorated Technology Task Force that was first created in 1995. After a period of early success in obtaining “online” internet access through the local Library for the public, the Task Force has been somewhat dormant. The City government and the volunteer Task Force identified that if they are not pro-active and develop a community wide approach to information technology, that technology might pass them by. Discussions with the larger employers in the community have also indicated that faster more inclusive access to technological services will be needed for the companies to grow and prosper and in some cases to continue to operate within the community.

## **Section VI: Implementation**

The City of Nebraska City is the prime sponsor for this project and has designated budgeted funds to match the Technology Fund Grant. Among other identified stakeholders are the following: the Otoe County government, the Nebraska City Chamber of Commerce, the Morton-James Library, the Nebraska City School System.

The first stage of implementation of the project will involve the present Technology Task Force members and a proposed expanded Task Force committee to assist in the “existing technology” assessment. This will involve a survey of information technology service providers and users. A database and written report will then be used at “town hall” type meetings as the basis for developing the “Strategic Technology Plan”.

At least 4,daylong, Strategic Planning Forums will be presented for public participation to lead to the strategies and actions for the Plan. Stakeholder representatives and other citizens will create the input to focused development strategies. It is anticipated that a Facilitator/Technology Expert will be a leader in guiding the forums and the resulting Planning documents.

Written “Strategic Technology Plan” documents will be prepared as a result of the process and will identify action plans and responsible action team members for implementation activities. Timelines for completing steps in the action plans will lend credibility and will allow for continuing promotion of progress and evaluation.

## **Section VII: Technical Impact**

Although there will be no direct impact on technologies from the planning process, it appears that without this process the development of technologies will not happen on a coordinated community wide basis. The hardware, software and connectivity issues will be identified as part of the process in order to meet the anticipated goals of becoming a “level four” information technology community.

It also anticipated that this process will identify and provide for solutions to compatibility problems that seem to plague the information technology world. Coordinating the goals of organizations with the intended solutions should allow for the greatest compatible system development.

## **Section VIII: Risk Assessment**

The only apparent risk involved in this project is the failure to complete a formal documented “Strategic Technology Plan” for the community. As the story relates to NASA and the Apollo missions....”Failure is not an option”.

Continued promotion, with assistance from the Chamber of Commerce, the local newspaper (the *News Press*) and local personal contacts from the participating Technology Task Force and Stakeholder organization representatives can lead to the greatest public input and support.

## Section IX: Financial Analysis and Budget

	CTF Grant Funding	Cash Match (5)	In-Kind Match (6)	Other Funding Sources (7)	Total
<b>Personnel (1)</b>					
<b>Contractual Services</b>					
* Design					
* Programming and Testing					
* Project management, evaluation, and quality assurance					
* Other (2)	12,400				12,400
<b>Capital expenditures (3)</b>					
* Hardware Acquisition					
* Software Acquisition					
* Network costs					
* Other					
<b>Other Costs</b>					
Telecommunications					
Supplies and Materials	2,000	3,000			5,000
Other operating (4)					
Travel		600			600
<b>TOTAL</b>	<b>14,400</b>	<b>3,600</b>			<b>18,000</b>

(See Attached page for details of item 2: Other contractual services.

## Financial Narrative Notes:

### Total Project Budget/Breakdown:

**\* Denotes items described above in item 2: Other contractual services**

<u>Activity</u>	CTF	Local	Total <u>Cost</u>
Assessment of Existing Technology to create a baseline:..... Develop and distribute Surveys Data processing responses and report preparations Community meeting for analysis	2,000	<b>2,000*</b>	4,000
Strategic Planning Forums:..... (Minimum of 4-daylong forums)			
a.    Develop participation cross-section Facilitator/Technology Expert			
•    Develop format for Strategic Planning			
•    Provide guidance for needs assessment			
•    Facilitate forums			
•    Evaluate “levels” of IT			
•			
Subtotal...	7,400	600	8,000
b.    Location rental / Meals.....	0	1,000	1,000
Total Forums.....	<b>7,400*</b>	1,600	9,000
Provide Materials/Equipment for Survey/Forums/etc.:.....	<b>2,000*</b>	0	2,000
Prepare preliminary/final Strategic Technology Plan:.... Strategic Plan Action Plans Action Teams Hardware, software, connectivity estimates	<b>3,000*</b>	0	3,000
Total project	14,400	3,600	18,000